

## Technical Training Competency 2.2

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**Competency 2.2** Technical training personnel shall demonstrate a familiarity level knowledge of the DOE training program accreditation process and DOE Order 5480.18 to determine if an operating contractor is implementing the requirements of the Order in an effective and efficient manner.

### 1. Supporting Knowledge and/or Skills

- a. Explain the purpose, applicability, and roles and responsibilities sections as they appear in the Order.
- b. List and describe the steps that occur in the accreditation process.
- c. Using the Training Accreditation Program (TAP) manuals as a reference, explain the purpose and applicability of the accreditation objectives and criteria.
- d. State and discuss the requirements and process associated with the renewal of training program accreditation.

### 2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	<a href="http://wastenot.inel.gov/cted/stdguido.html">http://wastenot.inel.gov/cted/stdguido.html</a>	DOE Standards, Guides, and Orders
U.S. House of Representatives	<a href="http://law.house.gov/cfr.htm">http://law.house.gov/cfr.htm</a>	Searchable Code of Federal Regulations

**Review** DOE Order 5480.18B, *Nuclear Facility Training Accreditation Program*, pages 1 through 5, paying particular attention to the Purpose, Applicability, and Responsibilities and Authorities sections.

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**Review** DOE-STD-1077-94, U.S. Department of Energy Standard, *Training Accreditation Program Standard: Requirements and Guidelines*, Section 7.0, page 21, “The Accreditation Process;” Section 7.8, page 25, “Renewal of Accreditation;” and Section 10, page 33, “Training Accreditation Program Objectives and Criteria.”

- EXERCISE 2.2-A State the purpose and applicability of this Order.
- EXERCISE 2.2-B Review topics covering roles and responsibilities located on pages 2 through 5 of the Order.
- EXERCISE 2.2-C List and briefly describe the steps in the accreditation process.
- EXERCISE 2.2-D Explain the purpose and applicability of the accreditation objective and criteria.
- EXERCISE 2.2-E Describe the requirements of the process for renewal of accreditation.

### 3. Summary

In DOE Order 5480.18B, the requirements identified formalizes DOE’s endorsement of the systematic approach to training and initiate requirements within DOE to ensure training program quality. DOE-STD-1077-94, *Training Accreditation Program Standard: Requirements and Guideline*, contains the objectives and criteria that must be met to achieve accreditation for a training program.

### 4. Exercise Solutions

- EXERCISE 2.2-A State the purpose and applicability of this Order.
- ANSWER 2.2-A Provisions of this Order apply to all contractors performing work by law and/or contract for the Department. This Order is applicable to training programs for operations and maintenance personnel, and technicians at operable DOE nuclear facilities (excluding those in standby status) listed in Attachment 1 of this Order.
- EXERCISE 2.2-B Review topics covering roles and responsibilities located on pages 2 through 5 of the Order.
- ANSWER 2.2-B None required.

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EXERCISE 2.2-C List and briefly describe the steps in the accreditation process.

ANSWER 2.2-C

Step	Description	Action
1	Identification of Programs	The contractor identifies positions that require accredited training programs.
2	Initial Self-Evaluation	The facility contractor compares the existing training program against the DOE TAP objectives and criteria.
3	Training Program Accreditation Plan (TPAP)	The TPAP documents a prioritized implementation schedule, which includes the program labor and facility needs required to correct weaknesses found in the initial self-evaluation. A justification for program exceptions from accreditation as applicable, as well as a documented approval process, is incorporated into the plan.
4	Contractor Self-Evaluation Report (CSER)	This report documents the findings of the second self-evaluation for use by the Accreditation Review Team during an on-site, independent evaluation. The training should be sufficiently implemented to determine the effectiveness of the training feedback system.
5	Accreditation Review Team Evaluation	Upon receipt of the CSER, an Accreditation Review Team Manager (TM) is appointed to coordinate and conduct an on-site program review. The Team consists of peer evaluators from around the DOE complex and personnel from the TAP staff, who will evaluate whether the training program meets the intent of each accreditation objective.
6	Accrediting Board Decision	Following the TM's presentation of the program and the board's question-and-answer session with the Operations Office and contractor representatives, the board retires to deliberate privately and render a decision. There are five members of the board.

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Step	Description	Action
7	Maintaining Accreditation	Accreditation is maintained during the four-year period by submitting an Accreditation Maintenance Report two years after the award of accreditation. The report contains specific information, with appropriate documentation, regarding actions taken and changes made to the accredited programs during the two-year period.
8	Renewal of Accreditation	Accreditation renewal occurs no later than four years from the date of initial accreditation and every four years thereafter. Renewal of accreditation is very similar to the initial accreditation process. Based on the CSER submitted, the board meets to determine whether to renew accreditation, continue accreditation in a probationary status for up to 120 calendar days, or withdraw accreditation.

NOTE: A more detailed description of this process can be found on pages 21 through 25 of DOE-STD-1077-94.

EXERCISE 2.2-D Explain the purpose and applicability of the accreditation objective and criteria.

ANSWER 2.2-D The purpose is to ensure that the training programs targeted for accreditation meet consistent levels of quality, and to that extent, a series of objectives and associated criteria have been developed. The criteria for an objective provide specific elements that managers should consider in order to assist them in determining if a training program meets the intent of the objective. It is possible that not all of the criteria identified for a particular objective will be applicable to a particular facility.

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EXERCISE 2.2-E Describe the requirements of the process for renewal of accreditation.

ANSWER 2.2-E Renewal of training program accreditation essentially consists of a repeat of three steps from the initial accreditation process: the CSER, Accreditation Review Team evaluation, and Accrediting Board decision as outlined on pages 23 through 24 of DOE-STD-1077-94. However, the contractor has the option of writing one CSER that includes up to a maximum of six of the programs accredited four years earlier. The Board then makes the determination on whether to renew accreditation, continue accreditation in a probationary status for up to 120 calendar days, or withdraw accreditation.